



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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## Human Resources Administrator I

### \$58,728.66-\$95,245.89 Annually

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**DESCRIPTION OF DUTIES:** Requires exercising considerable independent judgement and analytical ability in applying Human Resource theories, principles, policies, and procedures. Includes planning, organizing, and directing the work of technical and clerical personnel in performing the functions below. Relies on experience and judgment to plan and accomplish goals. Reports to the Human Resources Director or Assistant Director. Two positions available in the following areas:

(1). **BENEFITS:** Designs, plans, and implements the City's benefits programs, policies, and procedures. Responsible for ensuring programs meet employees needs, comply with legal requirements, and are cost effective. Responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans.

(2). **DISCIPLINE:** Designs, plans, and implements the City's disciplinary programs, policies, and procedures. Maintains good communication and a positive relationship with employees to promote employee satisfaction.

**REQUIREMENTS:** Graduation from an accredited college or university with a Bachelors degree in Industrial/Organizational Psychology, Human Resources, Public/Business Administration, or related field and two (2) years experience in Benefits and Discipline. Additional experience may substitute for education on a year for year basis.

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Send 2 Detailed Resumes  
by close date to:

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
Email: [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)  
**ATTENTION: HRAI-I**

CLASS NO: **1733**  
UC NO: **0543UO**

**NO FAX ACCEPTED**

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**EOE/AA/ADA/VET PREF PER FL LAW**